

## FREQUENTLY ASKED QUESTION # 4: AM I ELIGIBLE FOR CONTINUATION OF PAY?



**WHAT IS COP?** *Continuation of Pay* (COP) is defined as a continuation of regular pay for up to 45 calendar days due to disability or medical appointments related to a **traumatic injury**. The intent of providing this pay is to avoid interruption of pay while a determination is made on the validity of the claim. Your agency has two separate issues that must be tracked:

- 1) Whole days applied to the 45-day entitlement.
- 2) Total hours of "injury leave" paid during the 45-day entitlement.

### WHEN DOES ENTITLEMENT BEGIN:

- Your entitlement period begins at the start of the first day or shift following the date of injury.
- The first COP day is the first day disability begins following the date of injury (providing it is within the 45 days following the date of injury), except where the injury occurs before the beginning of the work day or shift, in which case the date of injury is charged to COP.

### WHAT DETERMINES ELIGIBILITY?

- You file a CA-1, Notice of Traumatic Injury within 30 days of the date of injury.
- Within 45 days of the injury, you:
  - Begin losing time from work due to disability or medical treatment.
  - Be reassigned by formal personnel action to a position with a lower rate of pay due to partial disability.
  - Have a work schedule change due to your disability that affects your salary or premium pay.
- You provide medical documentation **within 10 days** of the absence AND it substantiates that your lost time is due to the claim injury.
- Your claim is accepted as job related by OWCP.

### HOW IS THE TIME TRACKED:

- When you or your timekeeper enters your Leave/Pay Premium Request into your time and attendance system, you will request "injury leave."
- You will only be paid for those hours substantiated by medical documentation.
- For medical treatment, only submit those hours you need to be away from work for your appointment.
- COP entitlement should be charged for weekends and holidays if the medical evidence shows that you were disabled on the days in question. (i.e. if you did not work Friday and Monday.)

**Leave used during a period when COP is otherwise payable is counted toward the 45-day COP maximum as if you had been in a COP status.**

### WHAT IF MY CLAIM IS DENIED:

- You will be required to process a Leave Change Request to properly apply other leave options.

### WHAT IF I STILL NEED ADDITIONAL TIME OFF PAST MY 45-DAY ENTITLEMENT:

- If it appears that you will need additional time off due to your traumatic injury, you will have the following options:
  - Request LWOP and process a Claim for Compensation, CA-7. [See FAQ # 6.](#)
  - Request annual or sick leave to cover your extended absence. [See FAQ # 8.](#)